United Nations ST/SGB/2009/14

Secretariat

18 December 2009

Secretary-General's bulletin

Organization of the United Nations Office for Partnerships

The United Nations Office for Partnerships was created in 2006 to strengthen system-wide coherence in the establishment of operational relationships with global partners of the United Nations;[1] to provide support for the United Nations Democracy Fund; and to support partnership initiatives from non-State actors or United Nations entities in the light of General Assembly resolutions on the importance of engaging public and private sector stakeholders in the implementation of the Millennium Declaration, as well as the achievement of the Millennium Development Goals.

The United Nations Office for Partnerships traces its origin to the United Nations Fund for International Partnerships, which was established on 1 March 1998 by the Secretary-General pursuant to the agreement between the United Nations and the United Nations Foundation, Inc., as an autonomous trust fund. The purpose of the Fund is to interface with the United Nations Foundation, which was established on 2 February 1998 by Mr. Robert E. Turner as a public charity to channel $1 billion to United Nations causes within 10 years. The agreement was renewed on 18 April 2008 for an additional 10 years ending 31 December 2017 to raise an additional $1 billion in support of United Nations causes.

The Secretary-General announced the establishment of the United Nations Democracy Fund in July 2005. On 24 October 2005, the General Assembly welcomed the establishment of a Democracy Fund at the United Nations.[2] The Fund supports democratization processes, based on the principle that there is no single model of democracy, through a competitive grant-making facility to civil society organizations engaged in promoting democratic values.

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11, and for the purpose of establishing the organizational structure and terms of reference for the United Nations Office for Partnerships, the United Nations Fund for International Partnerships and the United Nations Democracy Fund, promulgates the following:

[1] General Assembly resolution 60/1, para. 22 (e).

[2] Ibid., para. 136.

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Section 1
General provision

1.1 The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5 entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The United Nations Office for Partnerships:

(a) Provides advice and support on building partnerships for achieving development goals, including those laid out in the 2005 World Summit Outcome, to the Secretary-General, the Deputy Secretary-General and the United Nations offices and departments, funds, programmes and specialized agencies;

(b) Serves as the interface between the United Nations Foundation and the United Nations system, including supporting the development of high-impact programmes and projects of United Nations organizations funded through the United Nations Fund for International Partnerships;

(c) Provides management oversight and administrative support to the United Nations Democracy Fund;

(d) Serves as a gateway for enquiries from Governments, the private sector, foundations and civil society with a view to facilitating innovative partnerships and alliances with the United Nations system;

(e) Provides technical advice to potential private sector, foundation and civil society partners on partnership opportunities with the United Nations, including advice on United Nations rules, procedures and best practices;

(f) Provides technical advice to United Nations offices and departments concerning partnership building, advocacy and resource mobilization strategies with the private sector, foundation and civil society partners;

(g) Manages and administers funds received by the United Nations Partnership Trust Fund;

(h) Helps establish and, as needed, manage global and regional networks and partnerships;

(i) Provides a dedicated gateway for companies signatories to the Global Compact to navigate and engage the United Nations system in the identification and development of United Nations-business partnership opportunities.

2.2 The Executive Director and the senior officials of the Office, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

2.3 The Office is divided into organizational components as described in the present bulletin in sections 4, 5 and 6.

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General. The Executive Director is responsible for all the activities of the United Nations Office for Partnerships as well as its administration, and provides overall direction in implementation of the Office's programme of work. This includes liaison with Member States, United Nations offices and departments, funds, programmes and specialized agencies, as well as private sector, civil society and foundation partners. The Executive Director has overall responsibility for ensuring the implementation of programmes and projects funded by the United Nations Foundation. The Executive Director provides management oversight of programme and administrative activities of the United Nations Democracy Fund. The Executive Director also provides management oversight of the United Nations Partnership Trust Fund.

3.2 The Executive Director serves as the primary liaison with the United Nations Foundation within the Executive Office of the Secretary-General. The Executive Director serves ex officio on the Advisory Board of the United Nations Office for Partnerships and the Advisory Board of the United Nations Democracy Fund. In accordance with the Financial Regulations and Rules of the United Nations, the Executive Director is also designated by the Controller as the programme manager for the United Nations Partnership Trust Fund, the United Nations Fund for International Partnerships and the United Nations Democracy Fund.

3.3 The Executive Director provides advice and support to the Secretary-General and the Deputy Secretary-General on partnerships as well as in their activities to engage the international community and organizations of the United Nations common system in partnership building; collaborates with United Nations offices and departments and, as appropriate, with private sector partners to plan and execute major global, regional and national alliances and has responsibility for the coordination and facilitation of partnership and fund-raising activities.

3.4 The Executive Director participates in the work of the General Assembly, the Economic and Social Council and other intergovernmental, interdepartmental and inter-agency bodies as required, providing substantive support and policy advice on partnerships and carrying out outreach and advocacy activities focused on raising awareness of the work of the United Nations and identifying new partners to support the achievement of United Nations goals.

Section 4
United Nations Fund for International Partnerships

4.1 The United Nations Fund for International Partnerships is headed by a Chief who is accountable to the Executive Director. The Chief is in charge of supervising work relating to the following areas:

(a) Developing programme funding criteria and reviewing project proposals for submission to the Advisory Board of the United Nations Office for Partnerships;

(b) Provide strategic advice to the United Nations Foundation on engaging with the United Nations system and vice versa;

(c) Maintaining daily contact with the United Nations Foundation on programme and administrative matters, pursuant to the relationship agreement between the United Nations and the United Nations Foundation;

(d) Managing all aspects of budget and administration for the United Nations Office for Partnerships, and the day-to-day administration of the trust funds for which the Executive Director is the designated programme manager;

(e) Monitoring programme and financial implementation of projects and programmes funded by grants made through the United Nations Fund for International Partnerships and providing timely reports on financial utilization;

(f) Planning and promoting fund-raising activities;

(g) Working together with United Nations implementing partners and the United Nations Foundation to showcase success stories and lessons learned of the programmes and projects of the Foundation.

Section 5
United Nations Democracy Fund

5.1 The United Nations Democracy Fund is headed by a Chief who is accountable to the Executive Director and ensures substantive, technical and logistical support to the Advisory Board of the Fund and the Programme Consultative Group, as required, oversees servicing of their meetings, and oversees the work of the Fund in:

(a) Developing programme funding criteria, in consultation with the Programme Consultative Group, for submission to the Advisory Board of the Fund;

(b) Soliciting and receiving proposals on the basis of guidelines developed in consultation with the Programme Consultative Group and approved by the Advisory Board, and providing substantive and technical support to the Board;

(c) Reviewing project proposals for submission to the Board and to the Secretary-General;

(d) Conducting resource mobilization activities, as well as outreach activities, to promote partnerships with other leading practitioners in the field of democratic assistance;

(e) Monitoring programme and financial implementation of projects and programmes and evaluation activities, as well as facilitating audit exercises;

(f) Handling all policy aspects of the allocation of funds and participating in the development of United Nations policies on democracy;

(g) Coordinating with relevant United Nations partners and other actors; and

(h) Developing public information activities to promote the work of the United Nations Democracy Fund.

Section 6
Partnership Advisory and Outreach Service

6.1 The Partnership Advisory and Outreach Service is headed by a Chief who is accountable to the Executive Director. The Service is part of the Office of the Executive Director.

6.2 The Service assists the Executive Director in:

(a) Providing advice to the Executive Director and senior management officials on appropriate strategies for developing and managing partnerships in support of United Nations goals and objectives and related operational activities;

(b) Providing technical advice to United Nations offices, departments and entities concerning partnership building, advocacy and resource mobilization strategies with the private sector, foundation and civil society partners;

(c) Providing advice to external entities on United Nations procedures and best practices;

(d) Providing advice to the Executive Director and senior management officials on strategies for effective outreach;

(e) Identifying opportunities for public-private partnerships for advocacy support and for supporting operational activities of the United Nations, including resource mobilization in support of United Nations causes;

(f) Facilitating the engagement of private sector, civil society and philanthropic leadership in the work of the United Nations system, including by convening meetings to promote dialogue and outreach with relevant United Nations entities on partnership opportunities, strategies and policy issues;

(g) Facilitating and brokering engagement and dialogue between companies signatories to the Global Compact and relevant United Nations system partners, including senior management, technical experts and the network of private sector focal points, with a view of converting principles into practice;

(h) Assisting in the design of programmes and projects;

(i) Helping establish and, in some cases, manage global and regional networks, and partnerships.

Section 7
Reporting

7.1 The United Nations Office for Partnerships will submit an annual report of the Secretary-General to the General Assembly on the activities of the Office.

Section 8
Final provisions

8.1 The present bulletin shall enter into force on the date of its issuance.

(*Signed*) **BAN** Ki-moon
Secretary-General